

FLEET MANAGER

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Fleet Manager performs difficult technical and administrative work involved in managing the maintenance and repair of the City's motor vehicle fleet. The employee is responsible for the development and implementation of all policies and procedures involved in the record keeping, purchase, operation, maintenance, repair and performance of City vehicles and equipment. The work requires outside and inside contacts to carry out division programs. The physical demands are light with somewhat disagreeable working conditions due to exposure to noise and fumes associated with a vehicle maintenance shop. The work by nature has a broad scope and is performed under the general managerial review of the Director of Public Works, with considerable opportunity for discretion and independence of action.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Performs detailed technical review and evaluation of all repair, fuel, performance and purchasing data generated by the division in order to determine vehicle and equipment needs and to monitor operations.
- Oversees all facets of automotive repair and preventive maintenance, emission testing, warranty work, fabrication requests, contractual work, seasonal preparation, State preventive maintenance (PM) inspections, radio installation,

and in-house personnel training for either heavy duty vehicles and equipment, automobiles and light trucks or other construction equipment.

- Acts as system administrator for the "FASTER" computerized fleet management system, which involves updating, report writing, code development, system review, and improvement schedules.
- Oversees maintenance and operations of the City's mobile radio communications system.
- Develops and prepares the Motor Vehicle Maintenance Division's operating budget and performance measures.
- Prepares reports and memorandums to summarize division operations, to respond to inquiries and to make recommendations.
- Develops specifications for all vehicle and equipment acquisitions including bid and contract research, review and assessment.
- Ensures compliance with all State and Federal laws and regulations.
- Assists in the investigation of accidents involving City vehicles.
- Designs, approves and inspects special projects, sets quality standards and advises on operational safety measures.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to an Associate of Arts degree in Automotive Technology or related field and six years of experience in the area of automotive or heavy truck repair including three years experience in a supervising capacity. Possession of a valid driver's license.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles involved in the management of a fleet maintenance and repair facility.
- Thorough knowledge of the occupational, public and private hazards and precautions applicable to the motor vehicle and equipment maintenance field.
- Thorough knowledge of the standard practices, materials, tools and equipment used in the fleet maintenance field.
- Skill in the management of a computer based fleet management system.
- Ability to plan, organize and effectively supervise, through subordinate, the work of a large group of workers in a manner conducive to full performance, high morale and effective public service.
- Ability to gather information and prepare clear and concise reports based on an analysis of data.
- Ability to establish and maintain effective working relationships with persons contacted in the course of the work.
- Ability to effectively communicate both orally and in writing.